

FIRE PROTECTION POLICY BOARD

WORK SESSION January 26, 2005 General Administration Building Olympia, WA

Board Members Present: Chair Sharon Colby, Jim Broman, TJ Nedrow, Jennifer Gregerson, Mark Kahley, Janet Paulson and Joe Coultsman

Board Members Absent: Buck Lane

WSP Staff Present: State Fire Marshal Samuel Pierre, Steve Kalmbach, Anjela Foster, Chuck King and Ellen Tombleson

Guests Present: David Lynam, Eric Quitsland and Mike Brown

OPENING

Sharon opened the meeting at approximately 9:20. Anjela provided a brief overview of her trip to Washington D.C. to attend the Presidential Inauguration. Anjela's husband Bill, is an Air Force reservist, and was selected to represent the Air Force Reservists at the Inauguration. Mike Brown was introduced as the new Executive Director of the Washington State Association of Fire Chiefs (WSAFC). Mike advised that subject to the approval of the FPPB, the WSAFC is preparing legislation to add a fire marshal representative to the Fire Protection Policy Board. David Lynam, President of the WSAFM provided a historical overview of the formation of WSAFM. In the early 90's there were five fire prevention associations in the state of Washington, including the County Fire Marshals Associations, the Fire Prevention Officers Association, an International Fire Code Institute Chapter, the Public Fire Educators and a number of fire investigator associations. One of the problems was that the groups were fragmented and did not have a collective voice. In the mid-90's a number of the organizations dissolved, and the Washington State Association of Fire Marshals was created in 1999, which took in several of the partner organizations. David advised that the WSAFM is now merging with Northwest Fire Investigators, as it is part of their organizational goal to bring all of the fire prevention disciplines under one umbrella, with a collective voice. A consensus vote taken on this issue indicated strong support to add a fire marshal representative to the FPPB. Mike advised that the WSAFC will prepare the necessary legislation and locate sponsors.

Jim Broman suggested that discussion take place regarding having the Washington Public Fire Educators (Currently a Division of the WSAFC) merge with the Washington State Association of Fire Marshals (WSAFM). He feels the model of the WSAFM merging with the Northwest Fire Investigators Group strengthens the goal of incorporating all of the fire prevention disciplines into one organization.

State Fire Marshal Report

State Fire Marshal Samuel Pierre asked the Board for their consideration in establishing a moratorium in the creation of any new boards, committees or sub-committees. He explained that his staff is becoming inundated with committee staff work and meetings to attend.

Sammy provided the following update on personnel actions:

- Matt Stone was promoted from Sergeant to Lieutenant in the Mobilization Responder Readiness Division. Matt is responsible for managing the Law Enforcement Terrorism Prevention Program.

- Steve Swarthout was hired as the Chief Deputy of the Inspection Program in the enforcement, Regulation and Investigation Division. Steve was most recently the Fire Marshal for Mason County.
- Sergeant Mark Arras was hired to replace Sergeant Wes Stockwell in the Mobilization Responder Readiness Division.

Sammy further advised that he intends to have a decision on the Fire Training Academy Administrator made by the end of the week. He also advised that current vacancies in the Bureau include one Assistant State Fire Marshal, one Chief Deputy and 2 Office Assistant Senior positions.

State Fire Defense Committee – Chair of the SFDC Tom McDowell was unable to attend the meeting, but did provide a hand out detailing the current activities of the SFDC. Mark Kahley advised that there was a concern voiced from a Benton County Chief that DNR employees would not be available to respond as members of teams or on all risk teams. WSAFC and Dave Wakefield wrote a letter to State Lands Commissioner Doug Sutherland requesting clarification on the policy. Mark provided an overview on the following three authorizations that DNR operates under:

- RCW 76.04 – Gives authority the DNR Resource Protection Manager the authority to find wildland fire anywhere in the state
- RCW 43.43 – Mobilization Act legislation, which gives DNR the authority to respond to mobilization incidents, and also states specifically that this does not relieve DNR of the authorities in RCW 76.04
- RCW 38.52 – Emergency Management Division RCW, which gives DNR the authority and the obligation, that at the request of the Governor or any emergency management organization to respond to all risk incidents. Mark advised that this RCW clearly gives DNR employees authority to respond as members of teams, but that it does not provide authority to reimburse state agencies for their expenses for responding. Mark further advised that he is working with the WSAFC on some minor changes to RCW 76.04 to clarify that DNR does have all risk authority to respond with Type II Teams and RCW 43.03 to indicate that this does include all state employees under mobilization for all-risk.

Training Committee – Eric Quitsland provided an overview of the activities/tasks of the Training Committee and provided a draft Strategic Plan, which advises of the Training Committee's mission statement, guiding principals, goal statements and objectives. Eric further reviewed the membership of the Training Committee, advising that representatives have been added to the committee to include representatives from metro departments, the Washington State Council of Firefighters and Industrial fire departments.

Following discussion on the role of State Fire Marshal Office staff on the Training Committee, Sharon clarified that State Fire Marshal staff are not members of the Training Committee, but serves as Committee support. Sammy and Mark advised that they feel that the State Fire Training Academy staff should be included as voting members on the Committee. It was also suggested that the voting member, representing the State Fire Marshal's Office should be appointed by Sammy. Following further discussion it was suggested and agreed that the Training Committee should not operate by vote, but by consensus. Eric advised that he feels that this will be the optimum operating approach for the Training Committee. Eric advised that he will forward this discussion to the Training Committee at their meeting tomorrow, and will report back to the Fire Protection Policy Board.

David Lynam further suggested that a WASFM representative be added to the Committee. In discussion regarding adding a member to represent academia, Eric Quitsland advised that he is representative from the Higher Education Association.

Priorities for the Forum – Following discussion, it was agreed that the following three priorities be forwarded to the Washington State Fire Service Leadership Forum as the Board's priority issues for 2005:

- Regionalized Haz-Mat (Response/Recovery)
- Fire Investigations
- Firefighter Health and Safety

Budget – Sharon advised that as RCW 43.43.935 directs the Fire Protection Policy Board to advise the chief of the Washington State Patrol and the director of Fire Protection on all budgeting and fiscal matters pertaining to the duties of the director of Fire Protection and the Board, she feels the first step in being able to provide this advice, is to acquire an overall understanding of the budget process. Some of the issues she would like a better understanding of includes being familiar with revenue sources, allocations and restrictions. Heidi Thomsen, Budget and Fiscal Analyst, advised that she will prepare a PowerPoint presentation on the Bureau's budget and programs for the April 27th work session.

State Fire Marshal Job Description – Sharon advised that she requested a copy of the official job description for the SFM, because the staff person from the DOP's Executive Search Committee advised Sharon that the description she was developed with input from the Board, was for the search process, and was not the "official job description." Sharon stated she feels that since the Policy Board has the charge of determining the job qualifications, that they should have the opportunity to review the official job description. Sharon requested that this issue be tabled until Ellen is able to obtain a copy of the official SFM job description on file.

Attendance at Meetings – Sharon reviewed attendance at meetings and work sessions for the previous year and stressed the importance of attendance at meetings and work sessions. Janet Paulson advised that her term expires in April, and that her Board will be appointing a new representative. Janet will make arrangements to have her replacement attend the February meeting.

FPPB Representation on other Groups- Fire Protection Policy Board members who represent the Policy Board on other groups were reviewed as follows:

Mark Kahley – State Fire Defense Committee
 TJ Nedrow – Fire Training Advisory Committee
 Joe Coultman – E-911 Committee & the Washington State Fire Service Leadership Forum
 Jim Broman – Washington State Fire Service Leadership Forum
 Sharon Colby - Washington State Fire Service Leadership Forum

Strategic Plan – Sharon asked the Board if they felt it was important for the Board to work on a new Strategic Plan, as the previous one has not been referred to in quite awhile. Following discussion, it was agreed that it would be helpful to understand in an overview fashion, the State Patrol's Strategic Plan, in conjunction with Sam's vision of where he sees the Bureau going. Jim feels that with an understanding of these two items as a foundation, the FPPB could then begin to formulate their next steps. Jim also stressed that since the Board has reconnected with the Master Plan, he wants to ensure that the Master Plan is not given up.

Annual Calendar – The activities listed on the 2004 Annual Calendar were reviewed, and will be rolled over to the 2005 Master Schedule, to ensure that all activities are addressed on a regular rotation.

Logo - Jennifer reviewed the logo that was developed for the Fire Protection Policy Board. She will prepare copies to be distributed at the February meeting, so the Board can formally adopt the logo at their next regular meeting.



Annual Report - The last draft of the 2003 Annual Report was distributed for review. As there were no necessary changes noted, Ellen will take steps to have the 2003 report finalized and forwarded to the Governor's Office, and posted on the State Fire Marshal's webpage. Jennifer offered to develop the highlights portion of the 2004 report.

February 23, 2005– 9:00
General Administration Building
WSP HQ Conference Room

Approved:

Sharon Colby, FPPB Chair (Date)